Circular No. 201(AF) – Accounts Division Date: 11-11- 2021

Sub: Revised list of accounts assigned to accountants to be effective from 15-11-2021.

However, new accountants to assist other accountants who have their existing accounts.

Accountants shall be grouped in teams as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Group | Head of group | Sr. accountants | Accountants/Asst. Accountants |
| Group 1 | Sangeetha | Sridhar | Shivanand, Umakanth, Naveen |
| Group 2 | Rajyalaxmi | Nagamalleswar .S Akhilandeswari | R. Lavanya, Krishna Veni, Vindya, |
| Group 3 | D. Lavanya | Premlatha | Bhavani, N. Rajkumar, Priyanka, Veena |
| Group 4 | Praveen Raju | Mahesh | Keertana, Ramakrishna, Vinay Raj |
| Group 5 | Sambasiva Rao |  |  |
| Group 6 | Jaya Prakash | Naveen | Viany Chary |
| Group 7 | Rupal | Gopi |  |

|  |  |  |
| --- | --- | --- |
| Sl. No | Name of the Company | Accountant |
|  | Mayflower Platinum - MPLGV Discovery Centres Pvt. Ltd., | G. Sangeeta |
|  | Modi Realty Miriyalaguda LLP Summit Sales LLP – Investment a/c. | Sridhar |
|  | Modi Realty Genome Valley LLP | Shivanand  |
|  | Modi Properties Pvt. Ltd – current a/c. (Yes, Kotak, SBI, Axis) Modi Housing Pvt. Ltd – current a/c. (Yes, Kotak, Axis)Modi & Modi Realty Hyderabad Pvt. Ltd. | Umakanth |
|  | MHPL – Vista View | Naveen |
|  | Vista Homes, Modi Realty Mallapur LLP  | Rajyalaxmi |
|  | Mehta & Modi Realty Kowkur LLPVilla Orchids LLP Greenwood EstatesGreenwood BuildersEast Side Residency LLP | Nagamalleswar |
|  | Greens Group MBMCBNC Estates | R. Lavanya |
|  | Soham Mansion Owners AssociationModi Realty Vikarabad LLPGMCTModi realty Gagilapur LLP | Krishnaveni |
|  | Modi Housing P Ltd. SOV III + SOV LLP as contractor.  |  Akhilandeswari |
|  | Matrix Real Estates Consultants LLP – Hyderabad | Vindya |
|  | Nilgiri EstatesSummit Sales LLP – Trading A/c.Modi Realty Pocharam LLP (Nilgiri Heights) | D. Lavanya |
|  | Satish Modi HUFNisha ModiNidhi ModiGaurang Mody HUF | T. Bhavani |
|  | Summit Sales LogisticsSummit Sales common expenditure | N. Rajkumar |
|  | Summit Builders (statutory payments)Soham Modi HUF | Priyanka |
|  | GV Research Centres Pvt. Ltd.,Aedis Developers LLP | Praveen Raju |
|  | MCMETModi Construction and Realtors LLPNRK Biotech Pvt. Ltd.Modi Realty LG Malakpet LLPModi Realty Creatopolis LLP | Mahesh |
|  | GVSH Manufacturing Facilities P. Ltd., N Square Lifesciences LLP.Silveroak Villas LLP – SOV I & IISilveroak RealtySilveroak Welfare Association | Premlatha |
|  | Tapadia & Modi Medical FoundationModi Realty Siddipet LLPAlpine EstatesModi VenturesModi Consultancy Services (payment for acquisition of new lands including Celestial & Anand Reddy land at GV). Payment of repairs and maintenance of RJK/SJK/JRPL/SRPL/Greens group. | Keerthana. S |
|  | Cash account (upto 1 lakh)Tejal ModiGaurang ModySoham ModiSerene Constructions LLP Modi Farmhouse Hyderabad LLPSerene Clubs & Resorts LLP | Ramakrishna |
|  | Cash account (main) (from 1.4.2021)Modi Realty (Timmapur) LLP Kadakia & Modi HousingParamount EstatesParamount BuildersModi & Modi Constructions | Vinay Raja |

Details of task assigned to managers – groups A to D.

|  |  |  |
| --- | --- | --- |
| Approval of statements of all kinds. Training and approval for P&L and balance sheet of all ongoing projects on quarterly basis. Filing of tax returns | Sambasiva Rao |  |
| All works relating to liaisioning with banks including opening of a/c., closing of a/c., deposit of cheques, operating instructions, online payments, signature on all documents by partners, etc.Laisioning for loansRERA statementsAttending to service tax litigationsAttending to VAT litigations | Jaya Prakash | Naveen to assist Jayaprakash in all activity related to loans. Vinay Chary to assist in bank liaisioning and litigation works |
| GST, Monthly gate pass statement – monitor and raise GST bills | Swathi .K |  |
| All tasks related to compliance with company law, ROC. SEBI, NSC, etc.Making new companies, changing partnership, etc. | Rupal | To be assisted by Gopi 3 to 4 times a week. |
| Certification of cash books on weekly basis | Kanaka Rao |  |

Note:

1. Owners association and other firms/companies associated with the main project shall be deemed to be assigned to the respective accountant. Explicit mention is not made above.
2. Gopi to visit bank twice a day for depositing cheques or withdrawal of cash prepared by all the groups above – 11am and 2.30pm. Shivanand (Mon, Tue), Vinay Chary (Wed, Thurs) & Naveen (Friday & Saturday), to be used as backup only in absence of Gopi or if absolutely required.

Soham Modi.